



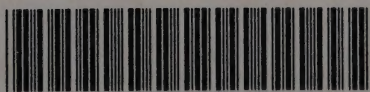
BRISTOL CITY HOSPITALS.

Rules and Regulations FOR THE Management of the Hospitals.

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PRINCIPAL OFFICERS.

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Approved by the Health Committee, December, 1904.

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BRISTOL :
BENNETT BROTHERS, LD., PRINTERS, COUNTERSLIP.
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"ADDENDA."

VISITORS TO RESIDENT MEDICAL OFFICER AND MATRON.

Rule 9a—The Resident Medical Officer and Matron are permitted to have visitors staying in the Institution for a period not exceeding in the aggregate 21 days a year. Subject to Rule 9.

HOSPITAL DANCES.

Rule 9b—The Principal Officers may arrange for a Hospital Dance or Entertainment to be held once in each year, permission having previously been obtained from the Hospital Committee. Guests will leave not later than 2 a.m. on the morning following the Dance or Entertainment, and any extra expense incurred will be borne by the Staff.

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BRISTOL CITY HOSPITALS.

RULES AND REGULATIONS

FOR

The Management of the Hospitals.

The City Hospitals for Infectious Diseases are placed by the City Council under the control and direction of the Health Committee, who have appointed a Hospital Management Sub-committee to deal with all questions respecting the Hospitals. The City Hospitals for Infectious Diseases are placed, subject to the Health Committee, under the control and direction of the Medical Officer of Health, as General Medical Superintendent. The position of the Medical Officer of Health as General Medical Superintendent of the City Hospitals, is one of general administrative control, with authority to secure in urgent cases needing Medical or Surgical consulting opinion such necessary aid for the Resident or Visiting Medical Officers as may be needed, also with authority to engage and terminate the engagement of the Officers and Servants other than the Principal Officers, and to make and cause to be carried out regulations for the proper and efficient management of the Hospitals. The General Medical Superintendent shall report to the Hospital Management Sub-committee not less than once a month as to all changes in the Hospital Nursing and Domestic Staff and the reasons therefor. The Deputy Medical Officer of Health will act as Deputy General Medical Superintendent in the absence of the Medical Officer of Health.

BRISTOL CITY HOSPITALS.

RULES.

The following Rules are made under the foregoing Authority, and subject to such modifications as the Health Committee may from time to time approve.

Principal Resident Officers.

The Resident Medical Officer and the Matron.

General Rules.

1.—Every person must be medically examined, and certified as fit for duty by the Resident Medical Officer, before acceptance as a Hospital Official or Servant.

Every person employed in any capacity about the Hospitals, must produce proof of successful re-vaccination, or of insusceptibility to vaccination. In the absence of such proof, every such person shall be re-vaccinated by the Resident Medical Officer upon engagement.

2.—During the absence of the General Medical Superintendent or his Deputy, the Resident Medical Officer and the Matron are responsible to him for the management of the departments of the Hospital over which each is respectively appointed.

3.—The Resident Medical Officer and Matron shall carefully attend to the efficient and orderly administration of their respective departments, and see that there is no waste. They shall take note of the work of the subordinate Officials in their respective departments, and shall report to and act on the instruction of the General Medical Superintendent with regard to any inefficiency, insufficiency, or requirement relating thereto. They shall each survey the premises included in their respective departments daily, and see that they are maintained in proper condition and order.

4.—The resident Medical Officer and the Matron shall order no goods except Medical and Household necessities, respectively, and these shall be ordered from the Tradesmen appointed by the Health Committee. Orders shall in every case be made upon the Official Order Forms supplied.

All other goods required must be requisitioned for, through the central Health Office.

They shall see to the supply of all such orders, and the completion of the requisitions in due time, and shall carefully examine, check, and in the case of provisions, groceries, etc., weigh and compare with the Invoices all goods received, initialling the Invoices if correct, and forwarding them to the City Accountant, 51 Prince Street.

They shall see that all Empties are returned and properly credited.

They are responsible for all Stores, Furnishings, and other contents of their respective departments, and shall each keep an inventory thereof, and shall check the same at least once in every six months, viz., in January and July, showing the distribution of articles in the various parts of the Hospital, and correcting thereby the sub-inventories of the subordinate Officials.

5.—The Resident Medical Officer and Matron shall see that no Nurse or other Official enters the domestic or business rooms of the administration department in an infected dress, and shall, as far as possible, take care that nothing is allowed to be done by which infection may be conveyed outside of the Hospital.

6.—They shall enter in the Complaint Book particulars of any irregularity, neglect of duty, or breach of discipline, and shall submit the same to the General Medical Superintendent.

7.—The Resident Medical Officer and Matron shall not make any new departure without authority. In all matters not specifically provided for herein they shall consult the General Medical Superintendent and act on his instructions.

They are requested to enter, in an Improvement Book, for the consideration of the General Medical Superintendent and the Hospital Management Sub-committee, any suggestions they may respectively have to make for the benefit of the Institution.

8.—The Resident Medical Officer and Matron shall not be absent from the Hospital at the same time, and neither of them shall be absent during the night without the special permission, or for more than six hours at a time without the knowledge of the General Medical Superintendent.

Before leaving the Hospital at any time, the Resident Medical Officer and the Matron shall each inform the other of their intention to go.

9.—Except with the written permission of the General Medical Superintendent no visitors shall sleep on the Hospital premises, and except with such permission all visitors shall leave before 11 p.m.

Resident Medical Officer.

10.—He shall be a Registered Medical Practitioner, qualified to practise Medicine and Surgery.

Under the general direction of the General Medical Superintendent he has Medical charge of the Wards and Patients, care of the buildings generally, as regards their repair, and of the Engine-house, Disinfecting Station, Mortuary, and grounds, as regards their contents, cleanliness, and order.

11.—He has authority to direct the Male Subordinate Officials, and shall see that they fulfil their respective duties, and keep their places, animals, or appliances in good order, with due observance of economy. He shall give instructions to such Officials on minor points of duty as occasion may require. He shall duly report to the General Medical Superintendent any breach on their part of the regulations or of discipline.

12.—He has charge of all Microscopes, Medical Books, Registers, Instruments, and Apparatus provided for the Hospitals, and of all furnishings, fittings, and appliances belonging to his department. He shall make and keep up an inventory of the same, which he shall check once in every six months, showing their distribution in the Hospital. He shall carefully see that all apparatus, etc., are maintained in good working order.

13.—He shall visit the Wards at least twice daily, commencing his visits not later than 10 a.m. and 10 p.m., so as to meet the Charge Nurse and Night Superintendent respectively on duty. Immediately upon the completion of his morning round, or by 12 noon in any case, he shall telephone to the Health Office confirming particulars of the Hospital Occupation at 9 a.m., and also the names of any patients not doing well.

14.—Immediately after the admission of each patient he shall see that the number thereof on the Card agrees with the entry in the Hospital Register. He shall then forward the Card to the Charge Nurse of the proper Ward.

15.—He shall at his first visit to the Ward after the admission of each patient, enter on the Bed Card, the particulars of the case, and continue to make notes of its progress, and record the prescriptions, diet, and other details of treatment until its termination.

16.—He shall see to the due discharge of the Convalescents, carefully examining each before dismissal, and noting on the Bed Card and the date of such discharge and full details as to condition on dismissal. At the same time the Discharge Card, duly filled in, is to be forwarded to the Health Office, and the case marked off in the Register.

17.—He shall give due notice to the relative, or friends of patients about to be discharged, or dangerously ill, and shall, when necessary, see enquirers after patients, and immediately upon the death of a patient he shall send notice thereof to the nearest relative or guardian, or the person in charge of the patient at the time of removal.

18.—He shall in all cases of danger, difficulty, or doubt consult the General Medical Superintendent.

19.—Whenever, with the consent of the nearest relatives, a post-mortem examination is to be made, he shall make such examination, and enter in the proper book a careful record of the same.

20.—He shall see that all orders of the General Medical Superintendent or himself, as regards his department, are strictly carried out, and shall assist the Matron in maintaining discipline in the Hospital generally.

21.—He shall inform the Matron and give all necessary instructions respecting patients to be received at the Hospital on notice from the Medical Officer of Health.

22.—He shall make such other records or returns as may be required by the General Medical Superintendent.

23.—He shall record Meteorological Observations as required by the General Medical Superintendent.

24.—He shall dispense the Medicine and Stimulants prescribed, and keep a record of the Stimulants in the Book

provided. He is also responsible for the maintenance of a proper stock of Drugs and other Dispensary requisites.

25.—He shall keep Poisons and Stimulants under lock and key, in the special press, and shall not permit any Nurse to help herself to Drugs or Medical Appliances.

26.—He shall keep a Stock Book of all goods or other articles received by him for his department.

27.—He shall keep a Stock Book of all Coal received, and shall balance the same once in every quarter. He shall also keep the Registers of Gas and Water or Electricity, consumed on the premises.

28.—He shall have leave of absence for one month in the year, at such time as is approved by the General Medical Superintendent.

29.—He is appointed for a period of one year, and must undertake to hold the appointment for that time.

30.—He may, upon giving due notice, be re-appointed at the termination of the year, such re-appointment to be subject to three months' notice on either side.

Visiting Medical Attendant.

31.—To visit the Hospital and attend on all patients admitted, unless they desire to be attended by their own medical man, and in the absence of such medical attendant, in case of emergency, and to enter particulars of each visit. Also to vaccinate or re-vaccinate members of the staff when necessary.

32.—To keep a register of the patients admitted, dying, or discharged. No patient shall be allowed to leave without his order in writing.

33.—To sign all orders for medical requisites.

Matron.

34.—The Matron has general charge of the Administration Block, and of the Pavilions, Lodge, and Patients' Laundry, as regards their interior furnishings, and domestic arrangements. She shall direct the Nurses and Female Staff, arrange their daily routine, and see that they comply with their rules, fulfil their respective duties, and keep their places in good order. She shall be responsible for the discipline and government, other than medical, of the Wards and of the household and, with the consent of the General Medical Superintendent, shall engage, suspend, discharge, or summarily dismiss any of the Nurses or Female Servants. She shall furnish regularly to the General Medical Superintendent for the information of the Hospital Management Sub-committee, in time for their meeting on the Friday immediately preceding the first Tuesday of each month, a Report as to all changes in the Hospital Nursing and Domestic Staff, and the reasons therefor.

35.—She shall superintend the admission of Patients, seeing that each is taken to the proper pavilion, and on admission duly bathed as directed by the Medical Officers.

36.—She shall visit the Wards at least once every twelve hours and satisfy herself that the Day and Night Nurses and Ward Servants are fulfilling their respective duties; that the Patients are carefully and well attended to, and that cleanliness and order are being everywhere observed.

37.—She shall not enter the Wards in any apparel intended for out-door purposes, but on such occasions, and whilst otherwise engaged in the Hospital, shall wear a dress reserved solely for use on the premises. She shall also see that the same precaution is observed by the Nurses and Servants of the Hospital.

38.—She shall keep Stock Books of all hardware, linen, clothing, provisions, etc., received for her department, and shall balance the same once in every quarter.

39.—She shall supply each week from her stores any furnishings or other articles requiring re-placement, first satisfying herself of the necessity for such re-placement. She shall see that each Female Subordinate Official reports to her weekly as to all articles in the custody of such official requiring repair, and shall duly arrange for such repair.

40.—She shall see that all bedding, clothing, linen, etc., are in good repair and sufficient quantity, and plainly marked with the name of the Hospital.

41.—She shall see that the food for the patients and resident staff is of good quality, properly cooked, and punctually and comfortably served, without waste. She shall keep the Diet Book, and make up the daily Diet Sheets from the Ward Bed cards, and give them to the Cook for her guidance.

She shall issue the provisions to the Cook, and the rations for the patients and officials, at the appointed hour every morning and evening.

42.—She shall see that the Laundry Maid duly carries out the instructions of the General Medical Superintendent and the Resident or Visiting Medical Officer with regard to the use of disinfectants in the Patients' Laundry.

43.—She shall issue the passes to the female officials. She shall superintend the receipt and transmission of messages by telephone relating to the Hospital administration.

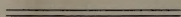
44.—She has charge of the petty cash, and shall keep a careful account of her disbursements, rendering the same to the General Medical Superintendent every month or as required.

45.—She has custody of the Records and Books, etc., referring to her department, and shall produce the same when required. She shall make out such returns as are required by the General Medical Superintendent.

46.—Before leaving the Hospital grounds for any purpose whatever she shall see the Assistant Matron or Senior Charge Nurse, upon whom will devolve all the responsibilities of Matron until her return.

47.—She shall have leave of absence for one month in each year, at such time as approved by the General Medical Superintendent.

48.—The appointment of the Matron is terminable at any time by three months' notice in writing on either side.



Issued under the instructions of the Health Committee,
December, 1904,

D. S. DAVIES, M.D.,

General Medical Superintendent of the City Hospitals.

PUBLIC HEALTH OFFICES,

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